



Finish Carpenter Foreman

About: ADK is a commercial general contractor with in-house custom millwork expertise. Known for delivering complex and unique projects, we have a reputation for building high-quality commercial projects since we organized in 2003. Our portfolio of work includes retail, hospitality, office, historic re-use and high-end residential. Our priority is to focus on building long standing relationships with visionary clients in an ever-changing construction marketplace. Our success stories are built around providing value and quality details without compromising the vision of our clients and architectural partners. ADK's mission, first and foremost, is to deliver quality construction solutions for our client's needs. Understanding our client's interests allows us to align project construction goals, long before the first piece of construction equipment arrives on the jobsite. This goes beyond cost, schedule and quality; it's about relationships, innovation and efficiency. We work with our clients to understand their expectations, to reveal other pressures, overcome challenges and address concerns that face them in the process of building their project.

Essential Duties & Responsibilities:

Carpentry:

- Skilled in reading and understanding blueprints, plans and specifications. Studying specifications in blueprints, sketches, or building plans to prepare project layout and determine dimensions and materials required
- Ability to remove damaged or defective parts or sections of structures and repair or replace
- Ability to use hand tools, machines or power saws safely and effectively
- Ability to accurately measure, mark, and cut material to specified size measurement – competent in basic algebra and geometry
- Ability to work confidently and accurately with various material types - Wood and steel stud framing. Knowledgeable in various material, finish, and hardware types.
- High accuracy in work with strong attention to detail to meet quality control standards

Installation:

- Installing custom architectural fixtures, cabinets, countertops, trim and other fixtures used in commercial spaces, using hand tools, machines or power saws
- Fitting and installing window frames, doors, door frames, door hardware, interior and exterior trim
- Can work efficiently to execute an installation within the allocated time frame
- Ability to assess installation needs and prepare oneself with all necessary information and equipment to ensure a smooth and efficient installation.

Safety & Site Management:

- Ability to organize assigned tasks for completion in the most efficient manner
- Anticipate issues and correct them as they occur
- Comfortable with asking questions or gather necessary information as needed in advance of an installation in order prevent problems or issues arising.
- Creatively problem solve, utilize tools and resources to propose potential solutions to issues



Site Safety & Organization

- Ensures all aspects of the project are compliant with all contract terms and legal requirements that govern the project and the community in which the project takes place. Reviews and understands contract documents, plans, specifications and able to resolve any discrepancies.
- Follow established safety rules and regulations while maintaining a neat and clean working area
- Ability to safely use power and hand tools
- Basic knowledge and understanding of building codes
- Maintains a clean, organized, and safe working environment throughout the project.
- Supervises team to meet or exceed all safety requirements for personnel and property safety, conducts jobsite safety orientation

Team Management & Administration

- Fosters team camaraderie and collaborative team environment
- Ensure team is on task, working efficiently, and following all policy and procedures. Assigns carpenters and tasks as needed to efficiently execute an installation.
- Documents best practices to share with other projects; ensures best construction methods are being used
- Communicates professionally and effectively with colleagues, management, and professional partners
- Ability to effectively utilize digital tools and programs to effectively manage job site needs and communication

Required Education and Experience:

- Minimum of 8 years of experience as a carpenter
- Experience with machines, power saws and tools, including electric and pneumatic hand tools
- Experience working with equipment such as boom lifts, scissor lifts and forklifts
- Knowledge of building codes, standards, materials, and use
- Ability to work independently and complete daily activities according to work schedule as well as work in a team environment
- Knowledge of basic algebra and geometry
- Must have a valid driver's license and proof of insurability is required
- OSHA 30, 1st Aid, and CPR certifications preferred

Working Conditions:

- Regularly exposed to outdoor weather condition
- Must be able to bend, climb ladders or stairs, stand, walk, or sit for extended periods of time
- Must be able to lift up to 75lbs
- May be exposed to loud working environments
- Requires the ability to climb ladders, work with tools, lumber, materials, lifting and manipulating objects, the ability to push, pull and carry objects

Benefits:

- 401K with employer contribution
- Paid Time Off
- Paid Holidays
- Health Insurance